

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

**M.W. DEPT. – Establishment** – Engaging the services of One (1) Data Processing Officer on “**OUTSOURCING**” basis through M/s. Rajan Travels & Security Services, Chikkadpally, Hyd., for a period of one year w.e.f.21-03-2012 – Orders – Issued.

**MINORITIES WELFARE (OP) DEPARTMENT**

**G.O.Rt.No. 125**

**Dated : 26<sup>th</sup> April, 2012**

**Read the following:**

- 1) G.O.Rt.No.4459, Finance (SMPC) Dept., dated 27-12-2006.
- 2) Circular Memo.No.17944/668/A2/SMPC/2007, dated 06-10-2007.
- 3) G.O.Rt.No.3, Finance (SMPC-II) Dept., dated 12-01-2011.
- 4) G.O.Rt.No.330, M.W (OP) Dept., dated 24-12-2011.
- 5) Govt.Lr.No.3670/O.P./A1/2011, MW.Dept., dated 13-03-2012.
- 6) From M/s. Rajan Travels & Security Services, Letter dt.19-04-2012.
- 7)

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**ORDER :-**

The Minorities Welfare department has observed that the basic data of the Minorities is not readily available in the department. Thus the department is handicapped and is relying on the heads of department under its control. In the absence of the Directorate for Minorities Welfare, it is rather difficult and time consuming to obtain and collate the required information at short notice and to critically analyse various data. Hence the department felt that there is a need of services of Data Processing Officer, who is well acquainted with various modules of Microsoft Office, such as ‘MS Office, Power point presentation, MS Office Tools, Access, etc, to analyse and compile the data.

2. Accordingly, the department has felt that one of the Data Entry Operator, who is sponsored by M/s. Rajan Travels & Security Services, Hyderabad on outsourcing basis, is competent to serve as Data Processing Officer and hence the agency has been informed in the reference 5<sup>th</sup> read above to send necessary proposals with usual terms and conditions as agreed in the reference 4<sup>th</sup> read above. The agency has confirmed its acceptance in the reference 6<sup>th</sup> read above. The Department is already utilizing the services as Data Processing Officer from 21-03-2012.

3. In the circumstances explained above, Government after careful examination of the matter, hereby order for engaging the services of the One (1) Data Processing Officer in the Minorities Welfare Dept., from M/s. Rajan Travels & Security Services, Hyderabad for a period of one year w.e.f. 21-03-2012 with the following remuneration, statutory payments, commission and Service Tax :

Data Processing Operator, (One)	Rs.11,500/-
Agency Service Charges @ 4%	460/-
Employer Contribution of PF @ 13.61% as per slab rate @ Rs.6,500/-	885/-
Employer Contribution of ESI @ 4.75%	499/-
Service Tax 10.3% (on total bill, i.e, 24,607/-)	1,374/-
<b>Grand Total</b>	<b>14,718/-</b>
* The total percentage of Commission + Statutory Payments works out to be 32.66%	

(p.t.o)

M/s. Rajan Travels & Security Services, Hyderabad shall enter into agreement with the department to that effect.

This order issues with the concurrence of Finance Department vide their U.O.No.25768-A /215/A2/SMPC.II/11, dated 18-10-2011.

(BY ORDER AND IN THE NAME OF GOVERNOR OF ANDHRA PRADESH)

M.DANA KISHORE  
SECRETARY TO GOVERNMENT

**To**

M/S. Rajan Travels & Security Services, Sudarshan 70 MM,  
Complex, RTC “X” Roads, Chikkadpally, Hyd-20.

**Copy to:**

The Finance (SMPC) Dept.  
The Dy. Pay & Accounts Officer, Sectt. Branch, Hyd.  
The P.S. to M(MW).  
The P.S. to Prl.Secy. to Govt., M.W. Dept.  
The P.S. to Dy. Secy. to Govt., M.W. Dept.  
**SF/SCs.**

// FORWARDED :: BY ORDER //

SECTION OFFICER